

Title: Technology and Information Services Librarian

Classification: Librarian I

Supervisor: Library Director

- Duties:
- 1) Supervise all aspects of the Library ILS, (currently the Pioneer Consortium Open Source KOHA System through PTFS) including preparation of regular monthly statistical reports, cataloging of materials in all formats, daily library user upgrades (including upgrades to Overdrive and other digital services), printing overdue notices (for library users without email addresses), serving on the Consortium Technology Committee (including possible service on the Cataloging subcommittee), providing training to library staff including other members of the Consortium, and other assigned responsibilities related to integrated automation library services.
 - 2) Supervise the Lower Level of the Library including the Heritage Room and Cultural Arts areas. This requires a knowledge of basic genealogy and an ever-growing knowledge of local/area history. This includes the supervision of part-time staff assigned to this area as well as community service volunteers. It also includes scheduling volunteers for special events in the Cultural Arts area as well as for other regular activities such as the Annual Use count.
 - 3) Use information in the Heritage Room to create digital content in coordination with the Library Director and the collection developed by the Nebraska Library Commission.
 - 4) Provide training for staff and the public (when appropriate) regarding all aspects of library technology. (This assumes a continuing familiarity with these services.) This includes shared supervision (with the Youth Services Librarian) of the MakerSpace area.
 - 5) Make recommendations to the Director regarding all aspects of the Adult Dept. collection such as the addition of new digital services and the continuation of existing ones as well as Adult Dept. materials in all formats. This includes the Reference collection. Research about withdrawn/donated books to be sold online or directly to book dealers will also be done in order to make informed recommendations to the Director. Coordinate with the Friends of the Library to organize regular quarterly books sales.
 - 6) Help plan, publicize and supervise general audience library programming on a regular basis. In addition to on-site programs at the Library, this may include outreach activities in the community.
 - 7) Complete the annual e-rate application. Assist the Library Director in the compilation of statistics for the Annual Statistical Report to be submitted to the Nebraska Library Commission.
 - 8) Serve as Acting Director in the absence of the Director or Assistant Director.
 - 9) Other duties as assigned by Director.

Qualifications: Master's Degree in Library Science or equivalent.
Knowledge of current library technology.

Pay: \$18.45 /hour Includes City of Beatrice benefits

Schedule: Salaried position that includes work at least one Saturday a month and some evening hours.

Contact: Laureen Riedesel, Director
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